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<b>JOB TARGET</b>	Entry-level <i>marketing/public relations</i> personnel for sports related company
<b>PROFILE</b>	<ul style="list-style-type: none"> <li>• diligent, self-motivated team player with leadership abilities</li> <li>• detail-oriented, organized individual with effective communication skills</li> <li>• well adapted to high-pressure and new environment</li> <li>• responsible, patient and amiable</li> </ul>
<b>EDUCATION</b>	<p><b>National Central University, Chung-Li, Taoyuan, Taiwan</b>  <b>Major : English</b>  Grade Average: 88.66  Expected Graduation: June 2005</p> <p><b>Related Courses</b>  English for Practical Purposes  Conference and Communication Skills  Marketing Management  Sociology  Softball  Jazz Dance</p>
<b>EXPERIENCES</b>	<p><b><i>Public Relations</i></b></p> <ul style="list-style-type: none"> <li>◆ <b>Member, NCU English PR Team</b> 2003 Sept ~ present <ul style="list-style-type: none"> <li>• provide Chinese-English or English-Chinese translation work either orally or in the written form</li> <li>• receive guests in all kinds of conferences</li> </ul> </li> <li>◆ <b>Translator, Bunkers Museum of Contemporary Art</b> 2004 <ul style="list-style-type: none"> <li>• translate for foreign reporters</li> </ul> </li> <li>◆ <b>Moderator, Q&amp;A Session of “Writing Our Lives” (Leslie Feinberg and Minnie Bruce Pratt)</b> 2003 December <ul style="list-style-type: none"> <li>• act as the bridge between the audience and the speakers</li> <li>• perform crisis management and strategic communication abilities</li> </ul> </li> <li>◆ <b>Receptionist, NCU English Department Office</b> 2004 ~ present</li> </ul>

	<ul style="list-style-type: none"> <li>• answer phone and perform people skills</li> <li>• process minor documents</li> </ul> <p>◆ <b>Waitress, <i>Le Ble Dor</i></b> 2004 summer</p> <ul style="list-style-type: none"> <li>• wait on foreign customers</li> <li>• perform communication and people skills</li> </ul> <p><b><i>Leadership and Organization</i></b></p> <p>◆ <b>Deputy Director, <i>Activity Division of NCU English Department Student Association</i></b> 2003-2004</p> <p>◆ <b>Director, <i>Westide's Fundraiser (NCU English Department Student Association)</i></b> 2002</p> <p>◆ <b>Deputy Executor, <i>Orientation Camp (NCU English Department Student Association)</i></b> 2001</p> <p>◆ <b>Captain, <i>Volleyball Team of the NCU English Department Student Association</i></b> 2003</p> <p>◆ <b>Deputy Captain, <i>HSNU Volleyball Varsity</i></b> 2000</p> <p>◆ <b>Member, <i>NCU Swimming Varsity</i></b> 2002</p>
<p><b>AWARDS AND HONORS</b></p>	<ul style="list-style-type: none"> <li>● <b>Academic Excellence Award, <i>NCU</i></b> 2004 Spring</li> <li>● <b>Sports Award, <i>HSNU</i></b> 2001</li> <li>● <b>4<sup>th</sup> place, <i>HSNU Annual Table Tennis Tournament</i></b> 2000</li> <li>● <b>3<sup>rd</sup> Place, <i>Affiliated Middle School of HSNU Annual Table Tennis Tournament</i></b> 1998</li> <li>● <b>2<sup>nd</sup> place, <i>NCU Annual Volleyball Tournament</i></b> 2004</li> <li>● <b>1<sup>st</sup> place, <i>HSNU Annual Volleyball Tournament</i></b> 2001</li> </ul>
<p><b>SKILLS</b></p>	<p><b><i>Computer - oriented</i></b></p> <ul style="list-style-type: none"> <li>◆ Operating Systems: Windows 98/95/3.1/NT/2000</li> <li>◆ Software: Microsoft Office, Microsoft Word, Microsoft Powerpoint</li> </ul> <p><b><i>Languages</i></b></p> <ul style="list-style-type: none"> <li>◆ proficiency in written and spoken English</li> <li>◆ good command of Chinese (Mandarin ), Taiwanese</li> </ul> <p><b><i>Sports</i></b></p> <ul style="list-style-type: none"> <li>◆ good command of swimming, volleyball, table tennis</li> </ul>